

**Enrolled Memorandum of the Meeting  
Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, March 04, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, March 04, 2019** at 6:39 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Bernie Zemen, Dan Vassar, Steve Wagner, Konnie Kuiper and Mark Herak were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Officials Present:** Rhett L. Tauber, Town Attorney; and Kathy DeGuilio-Fox, Redevelopment Director; were present.

**Additional Officials Present:** Ed Dabrowski, IT Consultant (Contract); Susan Murovic, Advisory Board of Zoning Appeals; and Larry Kondrat, Board of Waterworks Directors were present.

**General Substance of Matters Discussed.**

1. ***Discuss the authorization to issue a new check for a reimbursement for related travel that lapsed under IC 5-11-10.5 et seq.*** (The Town Council is aware that by operation of I.C. 5-11-10.5 et seq., which cancels by operation of law any outstanding check drawn on public funds that is unpaid for a period of two or more years as of December 31, 2018. Check # 26315. It was payable to Mr. Balon and was not cashed. The Office of the Clerk-Treasurer was able to locate the original documentation and the claim. To reissue the check requires authorization. It will by necessity be drawn on the Police Pension Fund against the 2019 budget, which did not contemplate the expense.)

The Town Clerk-Treasurer reported on the annual filing of stale dated, outstanding checks (warrants), required by I.C. 5-11-10.5 et. Seq. It was noted that a reimbursement check payable to the pension board secretary from 2016 was among the list of stale dated checks that are no longer negotiable.

The Town Clerk-Treasurer further explained that he shared a copy of the report with the pension secretary, who had forgotten the matter, and then asked that a new check be drawn. The Town Clerk-Treasurer indicated that the original claim was found. The Town Council would need to authorize the repayment since the check is apparently lost and the payment while due at the time of the initial authorization, is not automatically re-issuable.

The matter would be placed on the agenda for March 11.

2. ***Discussed Some Utility Software Requested by the Clerk-Treasurer.*** The Town Clerk-Treasurer presented some information on a public records request management software package styled as MCCi Just FOIA. It was noted that the software would integrate with existing record digitizing software, Laserfiche, where Highland has been scanning ordinances and resolutions since mid 1990's. Further it would produce a record of all access to records requests and allow the flow among several departments where the records may actually be located to be better managed.

The Clerk-Treasurer indicated that the initial, start-up cost is set at \$7,120 with annual licensing to be \$4,620. This could be locked in. It was further noted that since the agreement would be for several years, the Town Council as the purchasing agency for the Office of the Clerk-Treasurer would be tasked with approving the purchase.

The Town Clerk-Treasurer also discussed a software utility styled as OpenGov, which uses the data and processes of the existing financial accounting software to permit real time transparency portals generating reports regarding sources of financing, fund data and budget to actual in a citizen friendly way. The Clerk-Treasurer indicated to the initial startup was estimated at \$31,015, with annual licensing and support costs of \$20,000 annually. The City of Greenwood and the City of Valparaiso both use the product to great effect. The Town Clerk-Treasurer discussed with the Town Council the possibility of delaying the acquisition of the software, given its costs, until next year or at least to delay the acquisition to see if the fees could be modified.

3. *Colloquy on Street Paving Projects for 2019.* The Town Council discussed generally several streets that were deemed in need of resurfacing in part from the wear caused by cold temperatures, and plowing for the winter.

The Town Council discussed a request from Councilor Vassar to contact the Operations Director or the Public Works Director and ask that a report of the proposed paving plan for 2019 be presented to the Town Council for its review and comment.

There being no objection, the Town Council President consented to Councilor Vassar's request and authorized his contacting the Operations Director or the Public Works Director regarding the street plan as discussed.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 04, 2019**, was adjourned at 7:05 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer